The University of Tennessee Municipal Technical Advisory Service (MTAS) is holding an Elected Officials Academy Level 1. The EOA provides training on municipal services and leadership, and is targeted to new (and often not-so-new) mayors, councilmembers, aldermen, and others, including interested staff. Past graduates attribute their early success with the city, the community and with each other to the information, relationships and insights that they gained through the academy. We hope you can join us.

This exciting Academy will be held in the meeting chamber at Centerville City Hall. Dress is casual. The cost is $200 per person (including meals).

Name: ____________________________________________
City/Town: ________________________________
Title: ___________________________________________________________________
E-Mail: ____________________________________________
Mailing Address: ___________________________________________________________________
City/State/Zip: ______________________________
Phone: (______) _____________________________ Fax: (______) _____________________________

For more information contact: Doug Brown (865) 974-9140 / doug.brown@tennessee.edu
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Jeff Broughton (615) 532-4942 / jeff.broughton@tennessee.edu

METHOD OF PAYMENT
A one-time fee of $200 covers instruction for Level I courses of the Elected Officials Academy.

☐ Check Enclosed (Payable to The University of Tennessee)
☐ Invoice me

For Title VI and IX compliance, we ask for voluntary disclosure of the following information:

Gender: ☐ Male ☐ Female
Race: ☐ Caucasian ☐ African American ☐ Other _________

☐ The University of Tennessee will seek to accommodate all persons with disabilities. If you require auxiliary aids, special services or other accommodations, please indicate here.
Someone from our office will contact you.

NOTE: If you have any dietary restrictions or requests, please specify that on the line below. Thank you.
__________________________________________________________
EOA Level I - Session Descriptions

**Foundations and Structure of Municipal Government**
This session explores the differences and similarities between private business and government. The four forms of government will be explained and the differences between policy (deciding) and administration (doing) in relation to being a member of the board will be examined.

**Introduction to Charter, Code and Open Records Law**
This session focuses on the differences between a city charter and code by examining the three different charter types. The basic principles of Dillon’s Rule will be explored, and the Open Records law will be covered and discussed in depth.

**Municipal Finance Overview**
This session explores the municipal budget process. Participants will learn what needs to be accomplished and will learn the purpose and importance of the state-mandated audit.

**Ethics and Open Meetings**
This session focuses on ethical issues confronting elected officials in local government and covers the requirements as stated in the Comprehensive Ethics Reform Act of 2006. Discussion will center on the Tennessee Ethics Commission, financial disclosure form requirements, local codes of ethics and the MTAS Model Code of Ethics.

**Council at Work**
This session provides a variety of techniques designed to increase effectiveness as a member of a governing body. Participants will discuss and identify internal effectiveness tools that will help evaluate board effectiveness and improve board discussion. They will also discuss tools to link the governing body with both the community and the municipal staff.